

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-410 (HR-220) P

May 6, 2003

EMS TRANSMISSION
Information Bulletin No. HR2003-054

To: All BC, HR, NI, ST, and NCS-WO Employees

From: Director, National Human Resources Management Center

Subject: Interest Announcement FY 2003 Education Award

DD:6/09/03

AWARD DESCRIPTION: The Education Award is designed to provide permanent employees in one-grade intervals series, GS-9 and below or wage grade equivalent, with educational opportunities that may assist them in moving into BLM positions with promotional potential. Up to four educational awards of \$800 each will be granted to selected employees. Monies for each award will be applied toward approved educational courses selected by the award recipient. Courses are taken after working hours from a college, university, or private vendor. Two alternates will be selected in the event an award must be forfeited.

The recipient of the award must begin taking courses within six months or two academic semesters/quarters from the date the award is granted (whichever is later). Study under an award must be completed within two (2) calendar years from the date you begin the course work.

ELIGIBILITY REQUIREMENTS: All permanent employees in one-grade interval series, GS-9 and below or wage grade equivalent, from the National Information Resources Management Center, the National Business Center, the National Science and Technology Center, the National Human Resources Management Center, the System Coordination Office, and the Land and Resources Project Office may apply. Applicants for this program must have a satisfactory performance appraisal rating. Employees who currently have Education Awards with outstanding balances or have received the Education Award twice previously are not eligible for the program.

SELECTION CRITERIA: Selection for the awards is based on the employee's demonstrated efforts at self-development, the relevance of requested training to stated career goals, the potential for using acquired skills and knowledge, and the ability to successfully complete the Education Award Program.

HOW TO APPLY: The applicant must complete the following application form and have his/her immediate supervisor complete the supervisory evaluation portion. All applications, along with the following supervisory evaluation, must be received by the National Human Resources Management Center (HR-220) by the closing date of **June 9, 2003. Late applications will not be accepted.** If you need assistance, please call Colleen Noble at 236-6690.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Luron Porter
Staff Assistant

02 Attachments

- 1 - Education Award Application (2 pp)
- 2 - Supervisor Evaluation (1 pg)

Distribution:
ST-150, BLM Library
HR-200

EDUCATION AWARD APPLICATION

INSTRUCTIONS: Complete this application and submit it by the closing date to the National Human Resources Management Center, HR-220. Please ensure that the application is complete and that the supervisory evaluation is attached.

Name: _____

Position Title: _____

Series & Grade: _____ Date entered grade _____

Organization Location: _____ Mail Code _____

1. What are your short and long range goals?

2. What types of self-developmental activities have you undertaken to meet these goals? Please include volunteer work, training, education or other relevant experiences.

3. Please indicate the training courses you would like to take. In determining the cost, include tuition, books , and supplies. Activity fees can be included only when they are part of the tuition.

NAME OF INSTITUTION	COURSE TITLE/ NUMBER	CREDIT HOURS	APPROX START/END DATE	COST

4. How will the requested education/training prepare you to meet your goals? Be specific about each course you have proposed.

5. How will you be able to use your acquired skills and knowledge in BLM?

**Education Award Program
Supervisor Evaluation**

Applicant Name: _____

Supervisors, please answer the following regarding the applicant.

- 1) How has this employee demonstrated potential to perform work at a higher level?
- 2) Describe the candidate's ability to complete projects thoroughly and in a timely manner.
- 3) Describe the employee's initiative on the job and willingness to perform work in difficult situations.
- 4) Does the employee demonstrate an ability to complete work? How?
- 5) Does the employee demonstrate skill such as concentration, reading, and writing necessary for training and academic work? How?
- 6) Does the employee demonstrate individual initiative? How?

Does the employee meet the minimum qualifications for the Education Award as listed in the Interest Announcement

Circle one YES / NO

I have read and discussed the employee's application with him/her.

Circle one YES / NO

Supervisor's Signature

Date

Attachment 2-1